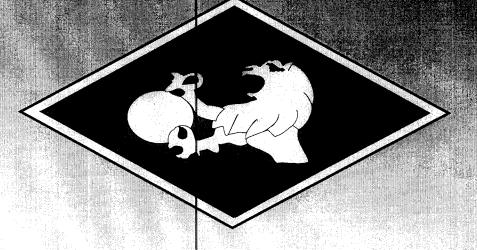
# Paying Agent Brief



ENCL 4

### **OBJECTIVES**



- Understand how to safeguard public funds.
- Understand the difference between Agents and Ordering Officers.
- Understand pecuniary liability and your responsibilities as an Agent.
- Understand how to properly complete an SF44, DD Form 1351-2, and DD Form 2664.
- Understand how to maintain the cash register and how to balance paid vouchers and remaining currency.
- Correctly complete the Agent Practical Exercise.

## DO NOT LEAVE FINANCE WITHOUT



- Copy of the Agent Appointment Order, the pecuniary liability statement, and DD Form 1081.
- Cash Register, DD Form 2664, and
   DD Form 1351-2, check cashing stamps.
- Community Bad Checklist, Finance
   Battalion Check Cashing Instructions.
- A copy of the USAREUR Paying Agent Brief.

## SAFEGUARDING FUNDS PHYSICAL SECURITY



- Appropriate security measures are required for agents receiving funds (Unit Commanders are responsible for ensuring the guard receives a Rules of Engagement Briefing and is qualified with assigned weapon).
- Request MP or armed guard support when necessary, regardless of the amount.
- Keep money in a controlled environment (secured or under guard) at all times. Keep money out of reach and sight of everyone but yourself whenever possible.

## SAFEGUARDING FUNDS PHYSICAL SECURITY



- Watch out for counterfeit money counterfeit pens are available from the following website-site:
- Only use funds for "Official Government Purposes"
- Always be alert! Be aware of suspicious individuals and tricks!
- Never conduct business with money if you are uncomfortable or unsure!
- Count the money as you remove it from drawer, then count aloud to the payee, then have payee count it back to you, a total of 3 times.

## SAFEGUARDING FUNDS DOCUMENT ACCURACY



- The original DD Form 1081, SF 44(s), DD Form 2664(s), and DD Form 1351-2(s) are the same as cash.
- Always maintain a copy of all documentation and always know what you are signing.
- The use of white-out is prohibited on any finance documents. Always line through errors and initial over top of the correction.
- Save foreign currency exchange receipts
   and continue to use this rate as you spend,
   regardless of the daily exchange rate.

   Annotate computations on SF44 using this rate.
- Always verify funds when receiving and returning funds.
- Always keep vouchers and money secure.

## SAFEGUARDING FUNDS DOCUMENT ACCURACY



- Use four decimal places for foreign exchange rates.
- When computing a foreign exchange amount to U.S equivalent, round amount to two decimal places. For example, to convert 20.99 FC to U.S. at 1.0745 on a calculator it would calculate at 19.534667. Round the result to 19.54

## AGENTS VS. ORDERING OFFICERS



- Ordering Officers are trained by the contracting office.
- Agents are trained by finance to ensure payment documentation is correctly processed.
- The Ordering Officer and Agent work together, but their duties must be separate.

## PECUNIARY LIABILITY



• Obligation to make good a loss, for example, an individual is pecuniary liable to the government for any loss caused by misconduct or negligence in maintaining proper accounting and/or proper safeguards for the funds entrusted to him/her.

## AGENT RESPONSIBILITIES



- May only use funds for the purpose stated in the orders.
- Will not loan, convert to your use, or deposit any portion of funds.
- Will not co-mingle funds.
- Will not entrust funds to another person.
- Will not be designated as an agent to another agent.

### EXAMPLE 1 SF44 PAYMENTS



### Agent Responsibilities

- Complete purchaser section on SF44.
- Annotate exchange rate (if applicable).
- Ensure total payment does not exceed \$2,500.00.
- Review SF44 for accuracy.
- Make payment to vendor.
- Obtain vendors signature and receipt of purchase.
- Sign appropriate blocks.
- Maintain cash register.
- Secure currency, SF44 and all receipts.

#### SCENARIO, Part 1

Agent received advance of 812,500,00.

Agent converted \$89.21 at a rate of \$1.00 = 1.1210 FC. (\$89.21 = 10(FFC)

Agent converted \$179.34 at a rate of S1.00 = 1.1152 FC. (S179.34 = 200 FC)

Agent spent 214.26 FC (Using all 100 FC from the first and 114.26 FC from the second

Remaining Foreign Currency is 85.74 FC.

#### REMAINING CURRENCY ON-HAND

Before:

rate.)

FC 100 (a: 1.1210) FC 200 @ 1.1152

After:

FC 0.00 (a) 1.1210 FC 85.74 (a. 1.1152)

#### U.S. GOVERNMENT PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER ORDER NO. 27 MAY 03 DAJA 02-9705-001 PRINT NAME AND ADDRESS OF SELLER (Number, Street, City and State)\*
Manny's Office Supplies Vicenza, Italy FURNISH SUPPLIES OR SERVICES TO (Name and address)\* 1<sup>st</sup> Trans. Col, Unit 00001 APO AE 00**0**001 SUPPLIES OR SERVICES QUANTITY UNIT PRICE AMOUNT Extension Cords 6 20.40FC 122.40 FC Extension Cords 6 15.31FD 91.86 FC (100 FC = \$89.21)(114.26 FC = \$102.46)AGENCY NAME AND BILLING ADDRESS 214.26 FC TOTAL 208th Finance Battalion DISCOUNT TERMS APO AE 09131 %. DATE INVOICE RECEIVED ORDERED BY (Signature and title) Ordering Officer's Signature and Printed Name PURPOSE AND ACCOUNTING DATA 2062020 9**4**-1031 B442010.00 2572 S91533 L9CK WK4E3R42880021 PURCHASER -Agent's Signature and Printed Name DAIL Pay Agent 27 MAY 03 SELLER · Please read instructions \$ 214.26 FC ... PAYMENT REQUESTED NO FURTHER INVOICE NEED BE SUBMITTED SELLER DATE 's Signature, (Printed Nam 27 MAY 03 (Signature) certify that this account is correct and proper For payment in the amount of DIFFERENCES **\$ 191.67** ACCOUNT VERIFIED: Agent's Squature (Authorized centifying officer) CORRECT FOR PAID BY DATE PAID VOUCHER NO. (Check No.)

PLEASE MICLUDE

ZIP CODE

SELLER'S INVOICE

(See Instructions on Copy 2)

STANDARD FORM 44a (Rev. 10-83)

PRESCRIBED BY GSA,

FAR (48 CFR) 53.213©

#### SCENARIO, Part 2

- 1. Remaining Foreign Currency is 85.74 F.C.
- Agent Re-converted (sold) 85.74 FC at a rate of \$1.00 = 1.1733 FC. (85.74 FC - \$73.08)

#### FORMULA

- 3. Remaining currency divided by The conversion (buy) rate Equals "A".
- 4. Remaining currency divided by The re-conversion (sell) rate Equals "B".
- The difference between A and B Equals the loss by exchange. (A + B = LBX)

<b>PURCHA</b>	SE ORDER	-INVOICE	-VOUCHER
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DATE OF ORDER ORDER NO. 28 MAY 03 DAJA 02-9610-056 PRINT NAME AND ADDRESS OF SELLER (Number, Street, City and State)\* H Nations Bank Stuttgart, Germany FURNISH SUPPLIES OR SERVICES TO (Name and address)\* MLT Lithuania HQ EUCOM, Unit 30400 ECJ5-J APO AE **(**9128 SUPPLIES OR SERVICES QUANTITY UNIT PRICE **AMOUNT** (A) Remaining Currency / Conversion (buy) rate FC85.74 / 1.1152 = \$76.88 (B) Remaining Currency / Re-conversion (sell) rate FC85.74 / 1.1733 = \$73.08  $$76.88 - $73.08 \pm $3.80$ AGENCY NAME AND BILLING ADDRESS \$3.80 TOTAL 208th Finance Battalion DISCOUNT TERMS APO AE 09131 %. DATE INVOICE RECEIVED ORDERED BY (Signature and title) Ordering Officer's Signature and Printed Name PURPOSE AND ACCOUNTING DATA 2172020 94-1031 122113.00 25C3 L9K4 S91533 WK4E3R63040035 PURCHASER-Agent's Signature and Printed Name Agent 28 MAY 03 SELLER Please read instructions on Copy 2 PAYMENT REQUESTED NO FURTHER INVOICE NEED BE SUBMITTED Receipts Attached (Signature) I certify that this account is correct and proper **DIFFERENCES** For payment in the amount of . 3.80 . . ACCOUNT VERIFIED: CORRECT FOR Agent's Signature (Authorized certifying officer) PAID BY CASH DATE PAID VOUCHER NO. (Check No.) PLEASE INCLUDE

1 SELLER'S INVOICE

(See Instructions on Copy 2)

ZIP CODE

STANDARD FORM 44a (Rev. 10-83)

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## CURRENCY REGISTER SF44 TRANSACTIONS



TRANSACTIONS

**BALANCES** 

Date	Transaction	Vouchers	Conversions	FC @1.1210	FC@1.1152	U.S. Balance
24-May-03	Advance				THE RESIDENCE OF THE PROPERTY	\$12,500.00
25-May-03	Exchange \$\$ for FC	\$0.00	-\$89.21	FC 100	\$0.00	\$12,410.79
26-May-03	Exchange \$\$ for FC	\$0.00	-\$179.34	FC 0	FC 200	\$12,231.45
27-May-03	FC purchase SF44 #1	\$214. <b>2</b> 6	\$0.00	FC 0.00	FC 85.74	\$12,231.45
28-May-03	Sell FC for \$: SF44#2	\$3.80	\$73.08	FC 0	FC 0.00	\$12,304.53

STATEM	ENT OF	AGENT	OFFICER'S ACCOU	NT	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING S  ACCOUNT HOLDER, LTC, FC  HE FINANCE BATTALION  UNIT  APO AE  DSSN:  Disbursing Agent, SFC, USA  DET C,  HE FB (LOCATION)  APO AE	BOL NO.	AGENT OFFICER'S NAM (Include ZIP Code/APO nur Smith, Mike A 123-45-6789 1 <sup>st</sup> Trans. Co. Unit 00001 APO AE 0000 DSN 123-4567	nber and Telephone numb , SFC	ADDRESS er.)	
TRANSACT	ONS AFFE	CTING AC	ENT OFFICER'S ACCO	UNT	
TRANSACTIONS a	INCR	EASE l by Agent)	BEGINNING BALANCE (In Agent's Account) C	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		10.1			\$12,500.00
2. U.S. DOLLARS		500.00		12,304.53	\$12,500.00
3. FOREIGN CURRENCY		700.00	/	12,007.00	
4. MILITARY PAYMENT CERTIFICATES					
5. COLLECTIONS			7700		
6. DEPOSITS					
7. NEGOTIABLE INSTRUMENTS:	11.24	100 02			BHINE AND AND A
A. TREASURY CHECKS			200	William Co.	100 E 100 E
B. MILITARY PAYMENT ORDERS			**		
C. OTHER (Specify)					
8. PAID VOUCHERS	hitting in the			101 7	
9. INCORRECT VOUCHERS RETURNED		PER UNIT CO		191.67	
10. LBX					
			Wa	3.80	
11.	2	Salah da ka			
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		CTATEME	\$12,500.00	Photograph (	0.00
Dig DUDCING OFFICIED		STATEME	1015		
DISBURSING OFFICER				AGENT OFFICER	
X ON ADVANCE: I HAVE INTRUSTED FUNDS A OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.	NT TO THE		ON ADVANCE I, FUNDS AND/OR OTHE HAVE ASSUMED PECU I WILL NOTIFY THE DIS UPON DISCOVERY OF HAVE RECEIVED AND CONCERNING MY DU'AGENT OFFICER	R HEMS AS INDICATE JNIARY RESPONSIBILI SBURSING OFFICER IN ANY LOSS OR SHORT HINDERSTAND WRITT	ED ABOVE I TYTHEREFOR MEDIATELY CAGE, AND I FN INSTRUCTIONS
DATE SIGNATURE OF DISBURSING OFFICE 24 MAY 03 /S/ Disbursing Agen			100.0	URE OF AGENT OFFIC	ER
24 MAY 03 /S/ Disbursing Agen	t		24 MAY 03 /S/	Mike Smith	
ON RETURN: I HAVE RECEIVED FUNDS AND ITEMS AS INDICATED ON THIS STATEMENT FROM NAMED AGENT OFFICER.	/OR OTHER DM THE ABO	VE	ON RETURN: THE CORRECT.	ABOVE STATEMENT (	OF ACCOUNT IS
DATE SIGNATURE OF DISBURSING OFFICE	CER		DATE SIGNATI	URE OF AGENT OFFIC	FR
28 MAY 03 /S/ Disbursing ADD FORM 1081, MAY 75 REPLACES FOR	Agent	C 57 WUS	28 MAY 03 /S	S/ Mike Smi	th

## EXAMPLE 2 ACCOMMODATION EXCHANGES



- Accommodation exchanges are completed by Paying Agents by exception only and are authorized by the Finance Battalion Commander.
- Accommodation exchanges include check cashing and currency conversion for soldiers, which are zero-net effect transactions.
- Accommodation exchanges are recorded on DD Form 2664. Use a new DD Form 2664 every time the exchange rate changes.
- Check cashing references: USAREUR Check-Cashing Policy and a current dishonored checklist.
- For currency exchanges, use the rate at which funds were advanced from the DDO/DA.

										<u> </u>	
	RECORD OF INDIVIDUAL EXCHA				NGE	NGE TRANSACTIONS PAGE 1 OF 1					
DISBURSING		<b>GNATION</b> ice Batta	lion	RATES OF EX	(CHANG	E (Nu	mber of Foreign	Currency Units	to one US Dollar)	DATE 29 MAY	ossn 6460
		nit D AE		\$	1.0	0	= FC	1.12	234	NAME OF CASHER OR DEPUTY Mike Sm	nith, SFC,
R		OM CUSTOME	ER .		DISBUR	SED 1	O CUSTOME	?			gent
TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (PERSONAL CHECK, ETC)	US CURRENCY & COIN	FOREIGN CURRENCY	TOTAL	US CURRENCY & COIN	FORI CURR	l	FOREIGN CURRENCY	TOTAL		O OTHER INFORMATION REQUIR TRON PERSON FOR WHOM EXC	
S200.00				\$200.00				*	Joe J	Jones, PV2, 000-00-0	0001,
									B Co	o., 1-10 <sup>th</sup> INF. //Sign	nature//
	\$100.00	)		F	C 11;	2.34			Bill W	illiams, 001-00-0000 10 <sup>th</sup> INF, //Signatur	
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RECORD OF INDIVIDUAL EXCHANGE					TRANSACT	TIONS	<u></u>		1				
DISBURSING OFFICER DESIGNATION  The Finance Battalion  Unit  APO AE						ther of Foreign Currency Units to one US Dollar) $=\mathrm{FC1.2345}$			PAGE 1 OF 1  DATE DSSN  30 MAY 03 6460  NAME OF CASHER OR DEPUTY  Mike Smith, SFC, Agent				
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TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (PERSONAL CHECK ETC)	US CURRENCY & COIN	FOREIGN CURRENCY	TOTAL	US CURRENCY & COIN	FOREIGN CURRENCY	FOREIGN CURRENCY	TOTAL		OTHER INF RON PERSO				
	\$100.00				FC 123. <b>45</b>			J	oe Johi	nson, P //Signa			INF,
											-		

## CASH REGISTER DD FORM 2664 EXCHANGES



TRANSACTIONS

**BALANCES** 

Date	Conversions	2664#	FC@ 1.210	U.S.: Balance	Neg. Instr.
24-May-03	Advance		FC 1000	\$2,000.00	\$0.00
29-May-03	Convert FC @ 1.1234	1	FC 887.66	\$2,100.00	\$0.00
29-May-03	Cash 1 PC \$200.00	1	0.00	\$1,900.00	\$200.00
30-May-03	Convert FC @ 1.2345	2	FC 764.21	\$2,000.00	\$0.00

STATEM	ENT OF A	GENT	OFFICER'S A	ACCOU	NT	
DISBURSING OFFICER'S NAME ADDRESS, DISBURSING S	TATION SYMB	OL NO.	AGENT OFFICE (Include ZIP Cod	ER'S NAM le/APO nu	IE, GRADE, SSN, UNIT mber and Telephone numb	ADDRESS er.)
Account Holder, LTC, FC			Smith Mi	lea A	CEC	
TH FINANCE BATTALION			Smith, Mi	,	SEC	
UNIT APO AE			123-45-67	/89		
DSSN:			1 <sup>st</sup> Trans.	Co.		
D.33/N.			Unit 0000	1		
· · DISBURSING AGENT, SFC, USA			APO AE	_		
DET C, FI FB (LOCATION)						
APO AE			DSN 123-	4567		
TRANSACT	INCRE	ASE	GENT OFFICER' BEGINNING BA	S ACCO	UNT DECREASE	ENDING BALANCE
TRANSACTIONS	(Received b	by Agent)	(In Agent's A		(Turned in by Agent)	(In Agent's Account)
1. BALANCE FORWARD		\$ Employed	0.00		A A A A A A A A A A A A A A A A A A A	2,892.06
2. U.S. DOLLARS	2,000.0	)			2,000.00	
3. FOREGN CURRENCY FC1,000@ 1.1210 4. MILITARY PAYMENT CERTIFICATES	892.06				619.04	
5. COLLECTIONS						
6. DEPOSITS						
7. NEGOTIABLE INSTRUMENTS:	this are		Lead The State of	100	Table Francisco	
A. TREASURY CHECKS(1) Personal Check				Arms Arms Arms Arms Arms Arms Arms Arms	200.00	P 10 0 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
B. MILITARY PAYMENT ORDERS						
C. OTHER (Specify)						
8. PAID VOUCHERS		17374			SECULO TARANCEMENTO	
9. INCORRECT VOUCHERS RETURNED 10. 13X					72.02	
11.					73.02	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER	The Article	76P	2 902 07		Translation and	0.00
	\$	TATEME	2,892.06 NTS		- 2700 C S	0.00
DISBURSING OFFICER					AGENT OFFICER	
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DATE SIGNATURE OF DISBURSING OFFI	CER		DATE	SIGNAT	URE OF AGENT OFFIC	ER .
24 MAY 03 //Signatur	·e//		24 MAY 03		//Signat	ure//
ON RETURN: I HAVE RECEIVED FUNDS AND ITEMS AS INDICATED ON THIS STATEMENT FRON NAMED AGENT OFFICER.	/OR OTHER DM THE ABO	VE	ON RETUI	RN: THE	ABOVE STATEMENT (	OF ACCOUNT IS
DATE SIGNATURE OF DISBURSING OFFI	CER	-	DATE	SIGNAT	URE OF AGENT OFFICE	ER
30 MAY 03 //Signatur	e//		30 MAY 03		//Signatur	
PP ( VINI) 1001, MAI / D REPLACES EDI	TION OF DEC	57 WHY	H IS OBSOLETE			HSAPPC VI 00

## EXAMPLE 3 ESCORT OFFICERS



### The Escort Officer will do the following:

- Bring a copy of the dignitary's Invitational Travel Orders (ITO) to the Travel section. The Travel section will compute the maximum Meals, Incidental Expenses, and Lodging authorized for the dignitary. This is the amount that the agent will receive.
- Maintain the cash register daily
- Collect a signed DD Form 1351-2 from each dignitary at the conclusion of TDY and submit as a paid voucher

## EXAMPLE 3 ESCORT OFFICERS



You will escort 1 invited dignitary for 3 days and the IATS printout will show the following:

Total meals and incidental expenses = \$120.00 Lodging = \$50.00 per night for 3 nights

31 MAY 03 - Advance = \$270.00

1 JUN 03 - Foreign Officer Arrives Pay dignitary Meals

2 JUN 03 - Pay for dignitaries Meals

3 JUN 03 - Pay for dignitary Meals

4 JUN 03 - Pay dignitaries lodging cost Pay Meals for dignitaries

5 JUN 03 - Clear Finance

## CASH REGISTER ESCORT OFFICERS



TRANSACTIONS

$\mathbf{P}$	ΛΤ	ΛNI	CES
D.	AL	AIN	CE3

Date	Transactions	Purchases	M&E:	Balance
31-May-03	Advance	0.00	\$0.00	\$270.00
1-Jun-03	Dignitary Meals	0.00	\$30.00	\$240.00
2-Jun-03	Dignitary Meals	0.00	\$30.00	\$210.00
3-Jun-03	Dignitary Meals	0.00	\$30.00	\$180.00
4-Jun-03	Dignitary Meals	0.00	\$30.00	\$150.00
4-Jun-03	Dignitary Lodging X3 Nights	0.00	\$150.00	\$0.00

	STAT	EMENT O	AGENT	OFFICER'S A	<b>ACCOU</b>	NT	
DISBURSING OF	FICER'S NAME ADDRESS, DISBURSI	NG STATION S	MBOL NO.			E, GRADE, SSN, UNIT	
	NT HOLDER, LTC, FC					•	<i>,</i>
	TH FINANCE BATTALION					A., SFC	
UNIT				123-45	5-6789		
APO AE DSSN:				1st Tra	ns. Co		
Ω29 V:				Unit 0	0001		
DA nam	e and address					001	
127 ( ()(1)11	e and address			APO A			
				DSN 1	.23-45	67	
	TRANSA	CTIONS AF	FECTING AC	ENT OFFICER	'S ACCO	UNT	
	TRANSACTIONS a	IN (Recei	REASE ved by Agent) b	BEGINNING B. (In Agent's A	ALANCE	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE F			250 1800012			For Philipped Commence	270.00
2. U.S. <u>DOLLA</u>	RS		270.00				270.00
3. FOREGN CU	JRRENCY		2,0.00				
4. MILITARY P	AYMENT CERTIFICATES						
5. <u>СОЦЕСТЮ</u>	NS						
6. DEPOSITS							
7. NEGOTIABLE	E INSTRUMENTS:	and the same of th		amil and the same	Parameters.	The state of the s	HE THE HISTORY
A. TREASUR	Y CHECKS						
B. MILITARY	PAYMENT ORDERS						
С. ОГНЕК <i>(Spe</i>	ecify)						
8. PAID VOUCI	HERS	11111	TENAL .			270.00	
	VOUCHERS RETURNED					2,0.00	
	NTO BY HAVE OF LOW TO SEE			270	00	The second of th	
12 TOTAL FO	NDS IN HANDS OF AGENT OFFICE	CER	STATEM	270.	00	TO SUBSTANCE OF SUBSECTION	0.00
	DISBURSING OFFICER	\	STATEVII	1113		AGENT OFFICER	
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DATE	SIGNATURE OF DISBURSING O	OFFICER		DATE	SIGNAT	URE OF AGENT OFFIC	FR
31 MAY 03	/S/ DA				/0	Agent	
				31 MAY 03	,		
ON RETU ITEMS AS INI NAMED AGE	<b>RN:</b> I HAVE RECEIVED FUNDS / DICATED ON THIS STATEMENT NT OFFICER.	AND/OR OTHE FROM THE A	IR BOVE	X ON RETU CORRECT.	RN: THE	ABOVE STATEMENT (	OF ACCOUNT IS
	SIGNATURE OF DISBURSING C	DFFICER		DATE 5 JUN 03		URE OF AGENT OFFIC	ER
3 108 03	1		1	D FOIN US	/S/ A	Rent	

DD FORM 1081, MAY 75 REPLACES EDITION OF DEC 57 WHICH IS OBSOLETE.

USAPPC VI.00

## CLE ARING PROCEDURES



- Call the Disbursing Agent to make an appointment to clear.
- On day of appointment, you must account for all funds and vouchers.
- SF44s must be broken down in 5 copies. The white copy is the original, and must have the original receipts and original SF 1034 attached.



## **QUESTIONS?**